



TANZA WATER DISTRICT

ENGINEERING DESIGN CONTROL PROCEDURE

Type of Document:	Quality Management System Procedures			
Document No.	TWD-QP-CMD-002	Rev. no.	Ø	Page 1 of 5

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	CMD

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General Manager

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1.0 OBJECTIVE

To establish the procedure of planning and design of proposed project for conceptualization.

2.0 SCOPE

This procedure is applicable to project planning and design stage up to the approval stage of all Construction and Maintenance Division (CMD) related projects of Tanza Water District (TWD).

3.0 DEFINITION OF TERMS

- 3.1 Planning - the stage where the proposed project is being analyzed for its feasibility.
- 3.2 Design – the stage where the appropriate size and materials to be used in the project are determined.
- 3.3 Pipeline Rehabilitation – to repair, relocate or replace pipelines due to age and frequent occurrence of leak.
- 3.4 Survey – to determine and define the road elevation, number of households and linear measurements as to the extent of pipelines and lot boundaries.
- 3.5 Program of Works – a detailed estimate on materials, equipment and labor for the proposed projects.
- 3.6 Memorandum – an internal written communication or report from one person to another within or to other divisions.
- 3.7 CMD- Construction and Maintenance Division.

4.0 REFERENCE DOCUMENTS

- 4.1 LWUA Inspector's Construction Manual
- 4.2 DPWH Standards
- 4.3 National Building Code of the Philippines 2015 Edition
- 4.4 Cost Estimates Book 2000 Edition

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The General Manager shall be responsible for the approval of the proposed project.
- 5.2 The Division Manager shall be responsible for the final review and recommendation of proposed project.

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5.3 The Officer-in-Charge of Construction and Maintenance Division (CMD) shall be responsible for the review of the proposed project.

5.4 The Project Planning and Development Officer- B (PPDO-B) shall be responsible for the following:

5.4.1. Preparation of program of works of the proposed projects

5.4.2. Preparation of detailed drawings and plans for the proposed projects

6.0 PROCEDURE DETAILS

6.1 Project Planning for New Pipelines and Rehabilitation of Pipelines

Process Flow	In-charge	Process Description	Records
Start			
Instruction from the General Manager	General Manager	Shall give instruction to study and assess the veracity of the requested projects or recommendation for rehabilitation of pipeline or for infrastructure projects.	Memorandum
Site Inspection	PPDO-B/OIC-CMD/ SWMM-B	Shall conduct site inspection, elevation survey and geotechnical survey to determine the feasibility of the proposed projects. Note: Rehabilitation of pipelines shall be based on the historical data of number of leaks.	Site Inspection Report
Preparation of Design	PPDO -B/SWMM-B	Shall prepare design based on the gathered data during the site inspection.	Plans and Drawings
Preparation of Program of Works	PPDO-B/OIC-CMD	Shall prepare the cost estimate, plans and shop drawing for the proposed projects.	Program of Works
A			

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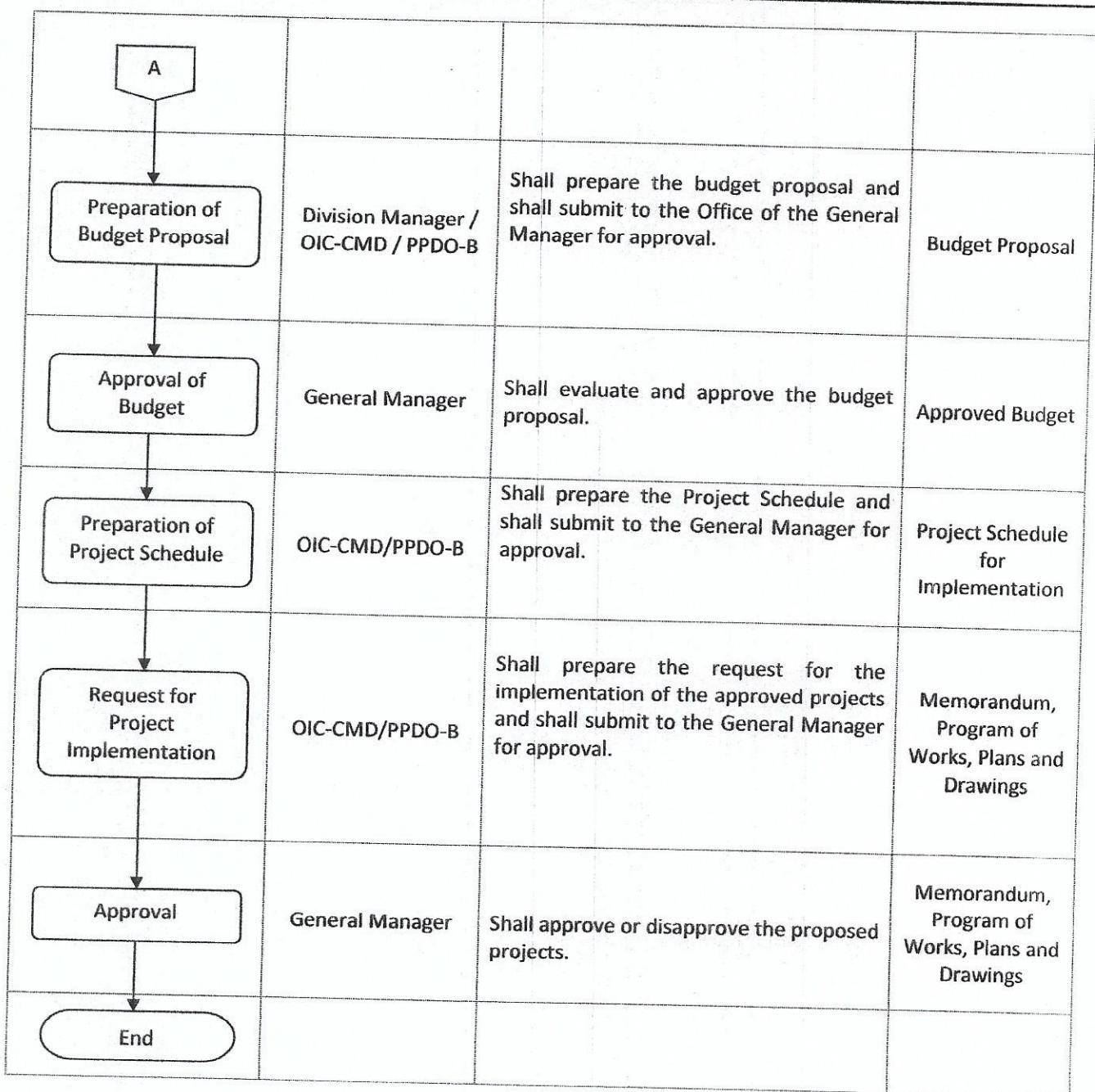
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6.2 Reports

Reports	Frequency	Responsible
Daily Monitoring Report	Every week from the start of the Project	OIC-CMD/PPDO- B

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7.0 PERFORMANCE INDICATORS

7.1 The prepared program of works shall be signed by the corresponding signatories and shall be approved by the General Manager for implementation.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1- Program of Works
- 8.2 Form 2- Plans and Drawings
- 8.3 Form 3- Project Schedule for Implementation
- 8.4 Form 4- Daily Monitoring Report
- 8.5 Form 5- Site Inspection Report

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TANZA WATER DISTRICT
Tanza, Cavite

PROGRAM OF WORKS

PIPES AND FITTINGS	Php
PAVEMENT RESTORATION	Php
<hr/>	
MATERIAL COST	Php
<hr/>	
40% LABOR COST	
<hr/>	
DIRECT COST	Php
<hr/>	
12% VAT	
<hr/>	
DIRECT COST	Php
<hr/>	
5 % MISCELLANEOUS	
<hr/>	
GRAND TOTAL	Php
<hr/>	

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**Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite**

Project Title:

Location:

COST ESTIMATE

CMD-008-00

CMD-008-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

Daily Monitoring Report

Name: _____

Agency: _____

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Tanza Water District	TANZA WATER DISTRICT TOTAL NO. OF HOURS
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Tanza Water District	TANZA WATER DISTRICT TOTAL NO. OF HOURS
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TANZA WATER DISTRICT
Tanza, Cavite

Daily Monitoring Report

Name: _____

Agency: _____

DAILY WORK ACTIVITIES

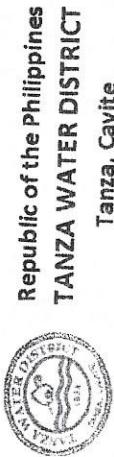
DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

TOTAL NO. OF HOURS _____

Approved by:
_____Certified by:



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TANZA WATER DISTRICT
Tanza, Cavite**



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PROJECT SCHEDULE FOR IMPLEMENTATION

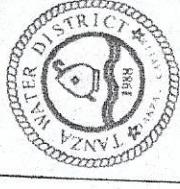
PROJECT: _____
LOCATION: _____

ITEM NO.	WORK DESCRIPTION	UNIT	QTY	ESTIMATED COST	%	PARTICULAR	IMPLEMENTATION SCHEDULE			
							1st MONTH	2nd MONTH	3rd MONTH	4th MONTH
						Projected				
						Actual				
						Projected				
						Actual				
						Projected				
						Actual				
						Projected				
						Actual				
						Projected				
						Actual				
						Projected				
						Actual				
						Projected				
						Actual				
						TOTAL				

Prepared by:	Tanza Water District
Reviewed by:	
Approved by:	NOV 02 2016
Master Copy	COPIED NAME COPY

Date

Signature

Project	Tanaza Water District	Prepared by	District	Approved by:	Sheet No.:
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TANZA WATER DISTRICT
Tanza, Cavite**

Project Monitoring Report

As on: _____

Project Title:

Location: _____

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Prepared by:	2016	NOV 02 2016		
Checked by:		Tanza Water District		
Approved by:	MASTER COPY	CONTROLLED COPY		
	Printed Name		Signature	Date